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ABSTRACT

This publication provides the competencies and key indicators for a cosmetology program that prepares students to become licensed in the State of Ohio to work in the area of hair, skin, and/or nail care. Competencies and the related key indicators are presented for these 14 units: orientation to the cosmetology profession; dispensary operations and safe practices; infection control; scalp-care and hair-care treatments; hair cutting; styling hair; chemical (permanent) waving and relaxing hair; curl reformation for overcurly hair; hair coloring and lightening; wig and hairpiece care; manicuring and pedicuring; facial services; reception duties; and salon operations. (YLB)

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Overview
Cosmetology Program

If a person likes working directly with people, is artistic, enjoys working with her or his hands demonstrating creativity, and wants a job with responsibility, a career in cosmetology may be an excellent choice. The Cosmetology program prepares students to become licensed in the State of Ohio to work in the area of hair, skin, and/or nail care.

The Cosmetology program in the State of Ohio is designed to comply with the requirements of the Ohio State Board of Cosmetology in conjunction with the standards of the Ohio Department of Education. This specialized *Cosmetology ITAC* was developed with representation from the State Board, salon operators, manager, and owners in Ohio, and practicing teachers. This profile is utilized as the competency list in the career-technical and adult education center programs throughout Ohio. The Cosmetology program is a two-year program of classroom instruction that includes clinical experience. The licenses currently offered by Ohio State Board of Cosmetology include: Cosmetologist 1500 hours; Hair Designer 1200 hours; Esthetician 600 hours; Natural Hair Stylist 450 hours; Manicurist 200 hours; Manager 300 hours.

The duties of the cosmetologist are comprehensive and can be varied. The cosmetologist performs a wide range of tasks requiring both interpersonal and technical skills along with demonstrating creativity and artistic talents. Some specific tasks cosmetologists may perform include: hair styling, hair cutting; hair coloring or lightening, manicuring, pedicuring, facial services, servicing hairpieces, and other salon services.

A certificate of completion is awarded after fulfilling requirements of this program and each graduate is prepared to sit for the state licensing examination. Once a licensed Cosmetologist, the graduate can prepare for a career in salon management. Many licensed graduates eventually become salon owners and very successful entrepreneurs.

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Units
Cosmetology

1. Orientation to the Cosmetology Profession
2. Dispensary Operations and Safe Practices
3. Infection Control
4. Scalp-care and Hair-care Treatments
5. Hair Cutting
6. Styling Hair
7. Chemical (Permanent) Waving and Relaxing Hair
8. Curl Reformation for Overcurly Hair
9. Hair Coloring and Lightening
10. Wig and Hairpiece Care
11. Manicuring and Pedicuring
12. Facial Services
13. Reception Duties
14. Salon Operations

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Cosmetology

Unit 1: Orientation to the Cosmetology Profession

Competency 1.1: Participate in orientation

Key Indicators:

1.1.1 Cooperate with Ohio State Board of Cosmetology and State Board inspectors

1.1.2 Identify/comply with regulations of Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) (e.g., Right-To-Know Law)

1.1.3 Identify professional liability concerns of cosmetologist and employer

1.1.4 Develop professionalism

1.1.5 Develop/maintain good personal hygiene and appearance

Competency 1.2: Demonstrate emergency procedures

Key Indicators:

1.2.1 Explain exit procedures in event of fire or crisis situation

1.2.2 Identify emergency basic first-aid procedures

1.2.3 Provide/maintain safe client environment

Unit 2: Dispensary Operations and Safe Practices

Competency 2.1: Maintain clean, sanitized, disinfected, and safe dispensary according to Ohio State Board of Cosmetology regulations

Key Indicators:

2.1.1 Define sanitation, disinfection, and sterilization

2.1.2 Clean/sanitize and/or disinfect work areas

2.1.3 Label/organize work areas

2.1.4 Provide/maintain safe work environment

2.1.5 Follow safe mixing and operating instructions

2.1.6 Identify fire extinguishment methods

2.1.7 Demonstrate operation of electrical devices

2.1.8 Handle/dispose of chemicals safely according to manufacturer's directions

Competency 2.2: Maintain inventory

Key Indicators

2.2.1 Order and receive supplies

2.2.2 Record/maintain inventory accurately

2.2.3 Store and rotate supplies

Competency 2.3: Dispense Supplies

Key Indicators:

2.3.1 Prepare/dispense solutions made from concentrates according to manufacturer's directions

2.3.2 Dispense clean, sanitize, and/or disinfect non-porous applicators

2.3.3 Dispense paper and cotton products

2.3.4 Dispense cosmetics

2.3.5 Dispense clean and disinfect tools and supplies

2.3.6 Dispose of refuse and biodegradable materials according to manufacturer's directions, and state and federal requirements

2.3.7 Conserve resources and energy (e.g., consumable products, recyclables)

2.3.8 Handle broken glass and cutting edges and razor blades safely

2.3.9 Practice preventive measures to prevent transfer of contagious diseases

Competency 2.4: Demonstrate knowledge of ergonomics

Key Indicators:

2.4.1 Define ergonomics

2.4.2 Minimize repetitive tasks

2.4.3 Explain need for appropriate working heights of chairs, stools, footrests, work areas, equipment, and other potential sources of harm to cosmetologist (e.g., air quality, noise level)

2.4.4 Explain need for adequate lighting and ventilation

2.4.5 Explain need for proper lifting procedures and posture

Unit 3: Infection Control

Competency 3.1: Maintain clean and sanitized work areas

Key Indicators:

3.1.1 Clean/sanitize shampoo sinks

3.1.2 Clean cabinets and countertops

3.1.3 Clean floors and walls

3.1.4 Clean upholstery

3.1.5 Clean dryers, irons, and other small equipment

Competency 3.2: Prepare sanitizers and disinfectant solutions following label specifications and manufacturer's directions.

Key Indicators:

3.2.1 Mix wet sanitizing solutions

3.2.2 Prepare wet sanitizer

3.2.3 Prepare dry sanitizer

Competency 3.3: Perform sanitizing and disinfecting procedures

Key Indicators:

3.3.1 Follow sanitary practices and infection control for all procedures

3.3.2 Preclean/disinfect combs and brushes

3.3.3 Preclean/disinfect metal implements

3.3.4 Preclean/disinfect electrical equipment

3.3.5 Preclean/disinfect nonmetallic supplies

3.3.6 Preclean/disinfect capes and garments

3.3.7 Disinfect towels and linens

3.3.8 Store sanitized and disinfected supplies

Unit 4: Scalp-Care and Hair-Care Treatments

Competency 4.1: Prepare client for scalp care and hair care

Key Indicators:

4.1.1 Consult with client about scalp-care or hair care

4.1.2 Analyze scalp and hair

4.1.3 Identify scalp diseases and disorders

4.1.4 Recommend corrective measures for scalp disorders

4.1.5 Drape client

4.1.6 Brush hair

4.1.7 Follow all infection control and safety precautions during scalp care and hair care procedures

4.1.8 Demonstrate cleanup procedures

Competency 4.2: Select/apply shampoo

Key Indicators:

4.2.1 Select/apply specialized shampoo (e.g., for oily scalp, dry scalp, pityriasis, or other scalp conditions)

4.2.2 Apply shampoo

Competency 4.3: Select/apply hair product(s)

Key Indicators:

4.3.1 Select appropriate hair product for client

4.3.2 Apply instant conditioner

4.3.3 Apply deep-penetrating conditioner

Competency 4.4: Select/apply scalp-care treatment

Key Indicators:

4.4.1 Perform manual or mechanical scalp manipulations

4.4.2 Select/apply appropriate scalp-care treatment for client

4.4.3 Provide services for clients with specific health conditions, i.e. hair loss

4.4.4 Provide scalp-care and hair-care services for clients with hair implants, and hair additions

Unit 5: Hair Cutting

Competency 5.1: Prepare client for hair cut

Key Indicators:

5.1.1 Consult with client about hair cut

5.1.2 Analyze hair prior to cut

5.1.3 Analyze body structure and facial shape

5.1.4 Follow all infection control and safety precautions during hair cutting procedures

5.1.5 Demonstrate cleanup procedures

Competency 5.2: Identify haircutting implements and sectioning

procedures following recommended safety procedures

Key Indicators:

5.2.1 Follow safety precautions for cutting hair

5.2.2 Use scissors

5.2.3 Use thinning shear

5.2.4 Use razor

5.2.5 Use edger or trimmer

5.2.6 Use clipper

5.2.7 Use haircutting implements

5.2.8 Demonstrate haircut sectioning

5.2.9 Remove excess neckline hair

Competency 5.3: Perform razor haircut

Key Indicators:

5.3.1 Cut hair with razor

5.3.2 Thin hair with razor

Competency 5.4: Perform scissor haircut

Key Indicators:

5.4.1 Cut hair with scissors

5.4.2 Taper hair with scissors

5.4.3 Thin hair with scissors

Competency 5.5: Perform clipper haircut

Key Indicators:

5.5.1 Cut hair with clippers

5.5.2 Taper hair with clippers

Competency 5.6: Perform specialized haircuts

Key Indicators:

5.6.1 Demonstrate basic/classic haircut

5.6.2 Demonstrate trend/fashion haircuts

Unit 6: Styling Hair

Competency 6.1: Prepare client for hairstyling

Key Indicators:

6.1.1 Consult with client about hair styling

6.1.2 Analyze hair type

6.1.3 Analyze overall body and facial structure

6.1.4 Select appropriate styling product for client

6.1.5 Follow all infection control and safety precautions during styling procedures

6.1.6 Demonstrate cleanup procedures

Competency 6.2: Perform basic hairstyling techniques

Key Indicators:

6.2.1 Select/apply styling products

6.2.2 Shape wet hair into finger wave and skip wave pattern

6.2.3 Style hair with pin curls

6.2.4 Style hair with rollers

6.2.5 Demonstrate braiding techniques

Competency 6.3: Finish style combout

Key Indicators:

6.3.1 Perform basic style combout

6.3.2 Create artistic combout

6.3.3 Apply finishing product(s)

Competency 6.4: Perform thermal styling techniques

Key Indicators:

6.4.1 Follow safety precautions specific to thermal styling

6.4.2 Apply appropriate styling product(s) for client

6.4.3 Style hair with blow-dryer tools/attachments (e.g., air waving)

6.4.4 Curl hair with Marcel curling iron

6.4.5 Demonstrate pressing

6.4.6 Demonstrate thermal waving

Competency 6.5: Perform specialized styling techniques

Key Indicators:

6.5.1 Demonstrate procedures for attaching hair additions

6.5.2 Demonstrate maintenance and care for hair additions

Unit 7: Chemical (Permanent) Waving and Hair Relaxing

Competency 7.1: Prepare client for permanent wave or relaxing procedure

Key Indicators:

7.1.1 Consult with client about chemical (permanent) waving procedure

7.1.2 Educate client in daily care of chemically-waved or relaxed hair

7.1.3 Analyze hair and scalp condition for chemical (permanent) wave or hair relaxer

7.1.4 Demonstrate strand test

7.1.5 Complete release statement

7.1.6 Select appropriate chemical (permanent) wave solution or hair relaxer product

7.1.7 Drape client for chemical (permanent) wave solution or hair relaxer application

7.1.8 Follow all infection control and safety precautions procedures for each chemical waving or hair relaxing procedure

7.1.9 Demonstrate cleanup procedures

Competency 7.2: Perform chemical (permanent) wave

Key Indicators:

7.2.1 Follow manufacturer's directions

7.2.2 Identify liability concerns for chemical (permanent) wave applications

7.2.3 Follow safety precautions specific to chemical (permanent) waving

7.2.4 Select appropriate equipment and supplies for chemical (permanent) wave specific to client

7.2.5 Demonstrate application of end papers and tools

7.2.6 Demonstrate test curl pattern

7.2.7 Section/subsection hair for chemical (permanent) waving

7.2.8 Apply protective cream

7.2.9 Demonstrate design or customized chemical (permanent) wave wraps

7.2.10 Perform standard chemical (permanent) wave

7.2.11 Demonstrate proper rod maintenance

7.2.12 Complete client record

7.2.13 Demonstrate cleanup procedures

Competency 7.3: Identify special problems associated with chemical (permanent) waving hair

Key Indicators:

7.3.1 Analyze hair condition

7.3.2 Identify procedures for special problems associated with chemical (permanent) waving

7.3.3 Select product and technique for treating chemical (permanent) wave problems

Competency 7.4: Perform chemical hair-relaxer

Key Indicators:

7.4.1 Follow manufacturer's directions

7.4.2 Identify liability concerns when performing chemical hair-relaxer procedures

7.4.3 Follow safety precautions specific to chemical hair-relaxing applications

7.4.4 Identify characteristics of chemically relaxed hair

7.4.5 Prepare equipment and supplies for chemical hair-relaxing application

7.4.6 Apply protective cream

7.4.7 Apply chemical hair-relaxer

7.4.8 Apply sodium hydroxide hair-relaxing following manufacturer's directions

7.4.9 Apply ammonium thioglycolate hair-relaxing following manufacturer's directions

7.4.10 Complete client record

7.4.11 Demonstrate cleanup procedures

Competency 7.5: Identify special problems associated with chemical hair-relaxing procedures

Key Indicators:

7.5.1 Analyze hair condition

7.5.2 Select appropriate product(s) for client's hair treated with

chemical relaxer

7.5.3 Apply specialized products for hair treated with chemical relaxer(s) according to manufacturer's directions

Unit 8: Curl Reformation for Overcurly Hair

Competency 8.1: Perform curl-reformation procedure

Key Indicators:

8.1.1 Follow manufacturer's directions

8.1.2 Follow safety precautions specific to curl reformation procedures

8.1.3 Assemble equipment and supplies for curl reformation

8.1.4 Select rods for desired curl formation

8.1.5 Demonstrate test curl pattern

8.1.6 Perform virgin curl reformation application

8.1.7 Perform retouch curl reformation application

8.1.8 Complete client record

8.1.9 Demonstrate cleanup procedures

Unit 9: Hair Coloring and Lightening

Competency 9.1: Prepare client for hair color or hair lightening application

Key Indicators:

9.1.1 Consult with client about hair coloring or hair lightening procedure

9.1.2 Identify liability concerns for hair color or hair lightening applications

9.1.3 Select/apply hair color predisposition test

9.1.4 Demonstrate use of color charts and swatches

9.1.5 Analyze hair and scalp for hair color or lightening application(s)

9.1.6 Complete release statement

9.1.7 Follow safety precautions for hair coloring or lightening procedures

9.1.8 Drape client for specific hair color or lightening application

9.1.9 Select products and apply hair color or lightening strand test

9.1.10 Educate client in daily care of colored or lightened hair

9.1.11 Follow all infection control and safety precautions for all hair color or lightening procedures

9.1.12 Demonstrate cleanup procedures

Competency 9.2: Perform temporary, demi, and semi-permanent hair color applications

Key Indicators:

9.2.1 Follow manufacturer's directions

9.2.2 Select appropriate products for temporary, demi, or semi-permanent hair color application

9.2.3 Apply temporary hair color

9.2.4 Apply semi-permanent hair color formula

9.2.5 Complete client record

9.2.6 Demonstrate cleanup procedures

Competency 9.3: Perform permanent hair color application(s)

Key Indicators:

9.3.1 Follow manufacturer's directions

9.3.2 Section for hair coloring

9.3.3 Select appropriate product(s) for permanent hair color application

9.3.4 Apply aniline derivative (permanent oxidative) hair color to virgin hair

9.3.5 Apply hair color retouch

9.3.6 Apply special color-effect

9.3.7 Apply appropriate hair color to hairpieces

9.3.8 Complete client record

9.3.9 Demonstrate cleanup procedures

Competency 9.4: Perform corrective hair color application(s)

Key Indicators:

9.4.1 Follow manufacturer's directions

9.4.2. Identify problems associated with hair coloring

9.4.3 Analyze hair condition

9.4.4 Demonstrate corrective hair procedures for hair color problems

9.4.5 Select appropriate corrective hair color procedure

9.4.6 Apply color filler

9.4.7 Apply hair color removal

9.4.8 Complete client record

9.4.9 Demonstrate cleanup procedures

Competency 9.5: Perform hair-lightening and toning procedures

Key Indicators:

9.5.1 Follow manufacturer's directions

9.5.2 Demonstrate knowledge of hair-lightening products

9.5.3 Follow safety precautions specific to hair-lightening procedures

9.5.4 Section hair for hair lightening

9.5.5 Select appropriate product(s) for hair lightening and toning

9.5.6 Apply hair lightener to virgin hair

9.5.7 Apply hair lightener retouch

9.5.8 Apply toner

9.5.9 Complete client record

9.5.10 Demonstrate cleanup procedures

Competency 9.6: Demonstrate specialized lightening effects

Key Indicators:

9.6.1 Consult with client about the specialized lightening procedure

9.6.2 Select appropriate product(s) for specialized lightening procedure

9.6.3 Follow manufacturer's directions

9.6.4 Perform frosting procedure

9.6.5 Perform tipping procedure

9.6.6 Perform hair-painting procedure

9.6.7 Perform foil-weaving procedure

9.6.8 Complete client record

9.6.9 Demonstrate cleanup procedures

9.6.10 Emphasize daily care after specialized lightening procedure

Unit 10: Wig and Hairpiece Care

Competency 10.1: Consult with client about wig or hairpiece care

Key Indicators:

10.1.1 Identify human and synthetic hairpiece materials

10.1.2 Instruct client in care of wig or hairpiece

10.1.3 Complete client record

Competency 10.2: Care for wig or hairpiece

Key Indicators:

10.2.1 Follow safety precautions and infection control when caring for a wig or hairpiece

10.2.2 Maintain wig or hairpiece (i.e., cut, condition, repair/alter, and store)

10.2.3 Style wig or hairpiece

10.2.4 Place wig or hairpiece on client

10.2.5 Complete client record

Unit 11: Manicuring and Pedicuring Services

Competency 11.1: Prepare client for manicure or pedicure

Key Indicators:

11.1.1 Consult with client about nail care procedures

11.1.2 Analyze hands and nails (nail disorders, shapes, and cuticle)

11.1.3 Follow all infection control and safety precautions for all manicuring or pedicuring procedures

11.1.4 Demonstrate cleanup procedures

Competency 11.2: Perform manicures

Key Indicators:

11.2.1 Perform plain manicure

11.2.2 Perform hot-oil manicure

11.2.3 Perform electric manicure

11.2.4 Perform hand and arm massage

11.2.5 Repair broken or split nails

11.2.6 Apply liquid polish

11.2.7 Educate client in daily care of hands and nails for each nail procedure

11.2.8 Dispose of nail care products according to manufacturer's directions, and state and federal regulations

Competency 11.3: Apply artificial nails

Key Indicators:

11.3.1 Complete release statement

11.3.2 Follow safety precautions and infection control when performing procedures to apply artificial nails

11.3.3 Identify problems with artificial nails

11.3.4 Apply nail tips

11.3.5 Apply artificial nails

11.3.6 Educate client in daily care of artificial nails

11.3.7 Complete client record

Competency 11.4: Perform pedicure

Key Indicators:

11.4.1 Perform plain pedicure

11.4.2 Perform foot and leg massage

11.4.3 Educate client in daily care of feet and nails

Unit 12: Facial Services

Competency 12.1: Prepare client for facial service

Key Indicators:

12.1.1 Consult with client about skin care

12.1.2 Educate client in daily skin care

12.1.3 Complete release statement

12.1.4 Drape client for facial

12.1.5 Analyze skin, skin problems, and skin disorders

12.1.6 Recommend corrective measures for skin disorders

12.1.7 Complete client record for each facial service performed

12.1.8 Follow all infection control and safety precautions for all facial service procedures

12.1.9 Demonstrate cleanup procedures

Competency 12.2: Perform facial

Key Indicators:

12.2.1 Select appropriate products for facial

12.2.2 Apply appropriate facial products following manufacturer's directions

12.2.3 Demonstrate manual facial

12.2.4 Demonstrate pack application

12.2.5 Demonstrate mask application

12.2.6 Demonstrate product removal

12.2.7 Describe electrical systems used on face

Competency 12.3: Remove superfluous hair

Key Indicators:

12.3.1 Arch eyebrows with tweezers

12.3.2 Remove superfluous hair with wax

12.3.3 Remove superfluous hair with chemical depilatory

Competency 12.4: Apply makeup

Key Indicators:

12.4.1 Consult with client about makeup application

12.4.2 Select appropriate product(s) for makeup for client

12.4.3 Apply daytime makeup

12.4.4 Apply evening makeup

12.4.5 Apply corrective makeup

12.4.6 Apply artificial eyelashes

Unit 13: Reception Duties

Competency 13.1: Communicate with clients

Key Indicators:

13.1.1 Demonstrate telephone etiquette

13.1.2 Converse with clients

13.1.3 Schedule/confirm appointments

13.1.4 Demonstrate suggestive selling

13.1.5 Demonstrate knowledge and techniques for building a salon clientele

Competency 13.2: Process client payments

Key Indicators:

13.2.1 Calculate charges, including tax and gratuity

13.2.2 Operate cash register or computer systems

13.2.3 Process credit card and check transactions

13.2.4 Make change

13.2.5 Close out cash drawer each day

13.2.6 Maintain file records

Competency 13.3: Demonstrate basic computer skills

Key Indicators:

13.3.1 Operate computer

13.3.2 Demonstrate basic computer skills, e.g., input information; create, copy, and save a file; use spellcheck; use computer security codes

13.3.3 Research product/service information on Internet

Competency 13.4: Maintain sales area

Key Indicators:

13.4.1 Display/maintain retail items

13.4.2 Clean/maintain waiting area

Unit 14: Salon Operations

Competency 14.1: Comply with regulations of Ohio State Board of Cosmetology and other federal, state, or local agencies

Key Indicators:

14.1.1 Demonstrate knowledge of state cosmetology regulations

14.1.2 Maintain federal, state, and local tax records

14.1.3 Demonstrate knowledge of workers' compensation policies, insurance, and other benefits

Competency 14.2: Manage salon operations

Key Indicators:

14.2.1 Demonstrate conflict resolution and problem solving

14.2.2 Handle client concerns

14.2.3 Apply marketing strategies

14.2.4 Identify professional liability responsibilities

14.2.5 Manage inventory

14.2.6 Monitor salon infection control

14.2.7 Monitor equipment condition

14.2.8 Perform routine safety inspections

Competency 14.3: Maintain professionalism

Key Indicators:

14.3.1 Acquire/maintain state license to practice cosmetology

14.3.2 Affiliate with professional organizations

14.3.3 Attend continuing education activities

14.3.4 Identify career options and opportunities for advancement

Competency 14.4: Establish a salon (required for manager's license only)

Key Indicators:

14.4.1 Research location

14.4.2 Design a floor plan

14.4.3 Secure contract for maintenance services (e.g., carpenter, plumber, electrician)

14.4.4 Establish financial resources

14.4.5 Negotiate lease

14.4.6 Identify accounting and legal needs (e.g., bank, credit rating)

14.4.7 Obtain licenses/comply with codes and state regulations

14.4.8 Develop marketing strategies

14.4.9 Identify staff needs

14.4.10 Interview/hire staff

Licenses offered by Ohio State Board of Cosmetology

Cosmetologist: 1500 hours

Hair Designer: 1200 hours (does not include pedicuring, manicuring and facial services Unit)

Esthetician: 600 hours

Natural Hair Stylist: 450 hours

Manicurist: 200 hours

Manager: 300 hours

NOTE: A managers license may be obtained through either of the following processes: 1) Completion of a managers course, which requires additional hours to the basic licenses mentioned above and successfully complete the Ohio State Board of Cosmetology manager's written examination. 2) Complete one year of full-time work experience and successfully complete the Ohio State Board of Cosmetology manager's written examination. Due to limitation of the number of hour available to secondary students for cosmetology coursework, currently the manager's Course at a Career-Technical and Adult Center is only offered to students enrolled in Adult Education Programs.

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